



4-14 Bidder Inquiries

During the advertisement period for a construction project, contractors, fabricators and suppliers often have questions regarding the plans and specifications and will contact designers and others for an answer. During advertisement, those making bidder inquiries must be referred to the informational phone number listed in the bid documents to get their question answered. Inquiries made after award of the construction contract must be referred to the Resident Engineer.

For projects advertised by Caltrans, the informational telephone number specified is that of the Caltrans Plans and Bids Documents unit. For structure related inquiries, the potential bidders will ultimately be forwarded to the Structures Duty Senior who is the designated point of contact for structure related inquiries. The Structures Duty Senior resides in the Office of Specifications and Estimates and will respond to the inquiries.

The purpose of having the Structures Duty Senior designated as the point of contact is to provide all potential bidders with uniform responses to questions and to provide the same information given to one bidder to all bidders. This avoids inadvertently giving a bidder an unfair advantage. The Structures Duty Senior also triggers the issuance of addenda or other action necessary to deal with issues in contract documents that bidder's inquires expose.

Potential bidders can also make inquiries and see the results of previous inquiries through the Division of Office Engineer's web site.

Other key elements of the Caltrans bidders' inquiry process are as follows:

- A systematic distribution to all contract document holders of all inquires, responses, and actions.
- A systematic distribution of all inquires and responses to Caltrans units with an interest in the project. This includes the District, Structures Design, Construction, OSFP (in the case of OSFP projects), and others. Copies are also forwarded to the RE pending file.

Sponsoring agencies are strongly encouraged to establish a similar process to deal with such inquiries.

Regardless of the bidder's inquiry process used by other advertising agencies, the agencies shall forward to the OSFP Liaison Engineer documentation of all inquires and responses and actions that affect the structure work.

Any actions that result in modifications to the approved contract documents must be made by addendum or contract change order, either which must be reviewed and approved by OSFP before being issued.



OSFP Information and Procedures Guide

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Deliverables

For projects advertised by others, the following items shall be submitted:

<u>Item</u>	<u>No. of Copies</u>
Documentation of Bidders Inquiries	6